

RECORDS**MANAGEMENT**~~SECRET~~

(classification)

CONFERENCE**BACKGROUND OF RECORDS MANAGEMENT OFFICERS**

1. NAME [REDACTED] 25X1A9a		2. POSITION TITLE Secretary		3. OFFICE DDI/IRS	
4. IMMEDIATE SUPERVISOR					
NAME [REDACTED] 25X1A9a		BUILDING Headquarters		ROOM 7G00	
TITLE Acting Chief, DDI/IRS		OFFICE DDI/Information Requirements Staff			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
FORMS MANAGEMENT		VITAL RECORDS SCHEDULES AND DEPOSITS			
CORRESPONDENCE IMPROVEMENT		RECORDS CONTROL SCHEDULES			
REPORTS CONTROL		RECORDS RETIREMENT ACTIVITIES			
FILE SYSTEMS		MAIL OPERATIONS			
FILE EQUIPMENT AND SUPPLIES		SUPPLEMENTAL DISTRIBUTION			
RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)			
REGULATORY ISSUANCES					
AUTOMATION DEVELOPMENT		NEW		EXISTING	
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)					
Secretary to Acting Chief, Information Requirements Staff					
Secretary to Chief, Human Resources Group, Information Requirements Staff					
Unofficial Administrative Officer for the Staff					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES					
..... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM Almost "0" due to lack of time.					
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	
1963-1967/ (Present)	4-7	Secretary to Acting Chief, DDI/IRS		DDI/IRS	

~~SECRET~~

OCTOBER 1967

FORM 2900A

(classification)

(classification)

RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT	NO	
FORM AND GUIDE LETTERS	NO	
CORRESPONDENCE MANAGEMENT	NO	
SPEEDING THE MAIL	NO	
FORMS ANALYSIS AND DESIGN	NO	
FORMS IMPROVEMENT	NO	
FORMS FOR AUTOMATION	NO	
DIRECTIVES SYSTEMS IMPROVEMENT	NO	
HOW TO IMPROVE WRITTEN INSTRUCTIONS	NO	
MODERNIZING MANAGEMENT REPORTS	NO	
OFFICE INFORMATION RETRIEVAL	NO	
FILES IMPROVEMENT	NO	
RECORDS DISPOSITION	NO	
SOURCE DATA AUTOMATION	NO	
MECHANIZING PAPERWORK SYSTEMS	NO	
MANAGING AN OFFICE MACHINE PROGRAM	NO	
OTHER (list) As you can see, I haven't had any formal training whatsoever. Time hasn't permitted; however, I am very willing to attend some, if possible, all of the above mentioned courses.		
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
NONE		
11. AUTOMATION TRAINING (Internal or External)		
NONE		

~~SECRET~~

(classification)